



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 12451.2C
MPO-34
18 Mar 97

MARINE CORPS ORDER 12451.2C W/CH 1-2

From: Commandant of the Marine Corps
To: Distribution List

Subj: HONORARY AWARDS FOR CIVILIAN EMPLOYEES

Ref: (a) 5 U.S.C., Chapter 45
(b) 5 CFR 451.106, 451.107
(c) SECNAVINST 5061.12C

Encl: (1) Honorary Achievement Awards
(2) Service Awards
(3) Marine Corps Certificates and Pins
(4) Marine Corps Incentive Awards Board

1. Purpose. To provide information and procedures for administration of the honorary awards program for civilian employees of the Marine Corps.

2. Cancellation. MCO 12451.2B and MCO 5420.24.

3. Background. Honorary awards for civilians are established under the authority of references (a) through (c). It is essential that Marine Corps commanders, managers, and supervisors recognize superior performance of duties and faithful service by their civilian employees. The primary purpose of awards is to encourage all civilian employees to participate in the common task of improving the efficiency, economy, and effectiveness of Marine Corps operations and functions.

4. Objectives

a. The honorary awards program will:

(1) encourage all employees to share actively in improving operations and services; and

(2) recognize and reward appropriately and on the basis of worthiness, individuals and groups for suggestions, inventions, or other personal efforts that substantially exceed normal standards or expectations and result in improved productivity and/or services to all levels of the Corps mission.

b. Publicity is a key element to success in using honorary awards as motivators. Keeping employees informed about awards received by their co-workers stimulates greater productivity.

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All possible means of publicity should be used, such as base newspapers, civilian personnel office newsletters, and bulletin boards. Information on the use of honorary awards will be included in all orientation and supervisory training sessions.

5. Information

a. There are two categories of honorary awards for civilian employees: Achievement and service awards. Achievement awards are granted in recognition of superior performance of duties as enclosure (1). Service awards are granted automatically upon attainment of specified lengths of employment, specific types of service, accrual of sick leave, and retirement as enclosure (2).

b. Enclosure (3) is a list of certificates and pins available for use by commanders in presenting awards to their employees. Supplies can be obtained by contacting the CMC (MPO-30A) Marine Corps Incentive Awards Program Administrator. Pins to recognize Federal service are available through normal supply channels. A small stock of Federal pins are maintained at this headquarters for commands requiring quantities of five or less annually.

c. Enclosure (4) describes the function, duties, and responsibilities of the Marine Corps Incentive Award Board (MCIAB).

6. Action

a. Commanders shall encourage and recognize significant contributions of their civilian employees to the Marine Corps mission. Additionally, they shall ensure that the awards listed in the enclosures are processed and approved in a timely manner.

b. Commanders shall not wait until the end of a Federal career or at retirement to recognize civilian employees for contributions described above, but should ensure that recognition of worthy accomplishments occurs throughout the life of their civilian employees Federal service career.

G. S. NEWBOLD
Brigadier General
Director, Manpower Plans,
and Policy Division

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12 Apr 1998

MARINE CORPS ORDER 12451.20 Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: HONORARY AWARDS FOR CIVILIAN EMPLOYEES

1. Purpose. To direct pen changes to the basic Order.
2. Action. Enclosure (1), page 4, delete paragraph 3 in its entirety and replace with the following:

"3. MERITORIOUS CIVILIAN SERVICE AWARD

a. The MOSA is approved by the commander or head of Headquarters, Marine Corps staff agency for meritorious service or contributions resulting in high value or benefits to the Marine Corps. This is the third highest honorary award under the Department of Navy Incentive Awards program. It is conferred for a contribution that applies to a smaller area of operation or a project of lesser importance than one which would warrant consideration for the DCSA or the SCSA.

b. The certificates for this award are available upon request from CMC (MPO-30). The DON medal set presented with this award is available from the Defense Personnel Center, 2800 South 20th, Philadelphia, Pennsylvania 19111."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

G. S. NEWBOLD
By direction

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MARINE CORPS ORDER 12451.2C Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: HONORARY AWARDS FOR CIVILIAN EMPLOYEES

1. Purpose. To direct pen changes to the basic Order.

2. Information. A new medal, the Armed Forces Civilian Service Medal (AFCSM) has been approved for DoD civilian personnel for action directly in support of military forces who are engaged in military operations of a prolonged peacekeeping or humanitarian nature.

3. Action

a. On page 1 of enclosure (1), first paragraph, second sentence, after "Eligibility for the..." add the following "Armed Forces Civilian Service Medal (AFCSM), the...."

b. On page 1 of enclosure (1), add the following new paragraph 1 for the AFCSM before the Navy Distinguished Civilian Service Award (DCSA):

"1. ARMED FORCES CIVILIAN SERVICE MEDAL. The AFCSM is a bronze device bearing on the obverse a demi-torch (as on the Statue of Liberty) on a burst of rays encircled at the top by a scroll inscribed "SUPPORTING FREEDOM" and all enclosed by a laurel wreath. On the reverse, three crossed arrows point up with the inscription "ARMED FORCES CIVILIAN SERVICE MEDAL." The medal is suspended from a ribbon of green, medium blue, and gold. There is a corresponding lapel pin. This is the highest DoD award for a civilian in direct support of military forces engaged in operations of peacekeeping or a prolonged humanitarian nature. Its closely aligned with the Armed Forces Medal (AFSM) for military members.

a. General requirements for eligibility:

(1) The AFCSM may be awarded to civilian employees of the DoD who, after June 1, 1992, to a date to be determined, participate in direct support of the U.S. military operation for

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which military personnel have been awarded the AFSM which was established by Executive Order 1295 dated January 11, 1996.

(2) The AFCSM may only be awarded for a military operation approved for award of the AFSM for military personnel.

b. Specific requirements for eligibility:

(1) Employees must be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) in a military operation awarded the ASFM or for 60 non-consecutive days in a ASFM operation provided this support involves the employee entering the areas(s) of eligibility.

(2) Area(s) of eligibility: Same as those designated for approved ASFM for military operations, as described below:

(a) The foreign territory on which military troops have actually landed or are present and specially deployed for the operation;

(b) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation, and

(c) The air space above and adjacent to the area in which operations are being conducted.

(3) Qualifying operations: Significant U.S. military activities authorized the AFSM for military personnel.

c. Guidelines. The AFCSM is a "theater" award and is authorized for all civilian employees who meet the eligibility requirements above. Civilian employee are those defined as "employee" under 5 U.S. 2105 and under DoD 1400.25-M Subchapter 451, "Awards," including employees of non-appropriated activities.

d. Definitions

(1) "Direct support" is defined as services provided to participating military activities or armed forces in a military operation awarded the AFSM only if the employee actually enters the designated area of eligibility.

(2) "Civilian employee is an individual meeting the definition of "employee" under 5 U.S.C. 2105 and who would be eligible for awards under DoD 1400.25-M, subchapter 451, "Awards," including employees of non-appropriated fund activities.

e. Limitations on Awarding Medals. The medal may be awarded only to employees of the DoD and only for operations authorized the AFSCM for military personnel. No more than one medal may be awarded to any one civilian employee. Participation in subsequent military operations may be acknowledged with a certificate and or, a 3/16 bronze star. A contribution to, or support of, an AFSCM military operation by employees assigned to remotely located activities, e.g., outside the areas of eligibility, is not justification for award of the AFSCM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

f. Posthumous Awards. The AFSCM may be awarded posthumously and, when so awarded, may be presented to such representative of the deceased as may be deemed appropriate by the Head of the component concerned.

g. Responsibility and Approval. The CMC is the approving official. The recommendations for this award are reviewed by the Marine Corps Incentive Awards Board before approval by CMC and forwarding to DoD. The above guidelines and eligibility requirements are to be strictly followed in determining recommendations for the awarding of the FCSM."

c. On page 1 of enclosure (1), renumber remaining paragraphs accordingly.

4. Filing Instructions. File this Change immediately following page 5 of the basic Order.

J. N. MATTIS
Colonel
Director, Manpower Plans,
and Policy Division

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HONORARY ACHIEVEMENT AWARDS

The honorary awards included in this section are intended to recognize employees exceptional performance of duties. Eligibility for the Armed Forces Civilian Service Medal (AFCSM), the Distinguished Civilian Service Award (DCSA), the Superior Civilian Service Award (SCSA), or the Meritorious Civilian Service Award (MCSA) includes non-appropriated fund employees.

Marine Corps commands must submit a complete copy of SCSA and DCSA award packages, in electronic form as an attachment to a Local Area Network (LAN) or Electronic Message System (ELMS) message to the CMC (MPO-34). Identify the command POC, an internet address for POC, and complete commercial and Defense System Network phone numbers.

1. ARMED FORCES CIVILIAN SERVICE MEDAL. The AFCSM is a bronze device bearing on the obverse a demi-torch (as on the Statue of Liberty) on a burst of rays encircled at the top by a scroll inscribed "SUPPORTING FREEDOM" and all enclosed by a laurel wreath. On the reverse, three crossed arrows point up with the inscription "ARMED FORCES CIVILIAN SERVICE MEDAL." The medal is suspended from a ribbon of green, medium blue, and gold. There is a corresponding lapel pin. This is the highest DoD award for a civilian in direct support of military forces engaged in operations of peacekeeping or a prolonged humanitarian nature. Its closely aligned with the Armed Forces Medal (AFSM) for military members.

a. General requirements for eligibility:

(1) The AFCSM may be awarded to civilian employees of the DoD who, after June 1, 1992, to a date to be determined, participate in direct support of the U.S. military operation for which military personnel have been awarded the AFSM which was established by Executive Order 1295 dated January 11, 1996.

(2) The AFCSM may only be awarded for a military operation approved for award of the AFSM for military personnel.

b. Specific requirements for eligibility:

(1) Employees must be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) in a military operation awarded the ASFM or for 60 nonconsecutive days in a ASFM operation provided this support involves the employee entering the areas(s) of eligibility.

(2) Area(s) of eligibility: Same as those designated for approved ASFM for military operations, as described below:

(a) The foreign territory on which military troops have actually landed or are present and specially deployed for the operation;

(b) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation, and

(c) The air space above and adjacent to the area in which operations are being conducted.

(3) Qualifying operations: Significant U.S. military activities authorized the AFSM for military personnel.

c. Guidelines. The AFCSM is a "theater" award and is authorized for all civilian employees who meet the eligibility requirements above. Civilian employee are those defined as "employee" under 5 U.S. 2105 and under DoD 1400.25-M Subchapter 451, "Awards," including employees of non-appropriated activities.

d. Definitions

(1) "Direct support" is defined as services provided to participating military activities or armed forces in a military operation awarded the AFSM only if the employee actually enters the designated area of eligibility.

(2) "Civilian employee is an individual meeting the definition of "employee" under 5 U.S.C. 2105 and who would be eligible for awards under DoD 1400.25-M, subchapter 451, "Awards," including employees of non-appropriated fund activities.

e. Limitations on Awarding Medals. The medal may be awarded only to employees of the DoD and only for operations authorized the AFSM for military personnel. No more than one medal may be awarded to any one civilian employee. Participation in subsequent military operations may be acknowledged with a certificate and or, a 3/16 bronze star. A contribution to, or support of, an AFSM military operation by employees assigned to remotely located activities, e.g., outside the areas of eligibility, is not justification for award of the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

f. Posthumous Awards. The AFCSM may be awarded posthumously and, when so awarded, may be presented to such representative of the deceased as may be deemed appropriate by the Head of the component concerned.

g. Responsibility and Approval. The CMC is the approving official. The recommendations for this award are reviewed by the Marine Corps Incentive Awards Board before approval by CMC and forwarding to DoD. The above guidelines and eligibility requirements are to be strictly followed in determining recommendations for the awarding of the FCSM.

2. NAVY DISTINGUISHED CIVILIAN SERVICE AWARD. The DCSA is the highest honorary award the Secretary of the Navy (SecNav) can confer on a Department of the Navy (DON) civilian employee. The DCSA will be granted only to those employees who have given distinguished and/or extraordinary service to the DON. The achievements or service must be truly exceptional when measured against the position requirements of the employee, and should far exceed the contributions and service of others with comparable responsibilities. Further, the DCSA should be reserved for contributions that are so exceptional and/or significant that recognition at the Secretary of the Navy level is merited.

a. Additional indicators include using:

(1) DCSA's based on service and/or long-term performance.

(a) A pattern of long-term, sustained high performance as evidenced by the nominee having previously received high honorary awards (e.g., SCSA and/or MCSA, or similar awards or honors); additionally, there should be a consistent record of annual performance-based awards.

(b) Career achievements that are recognized throughout the DON.

(c) Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee's activity or command.

(2) DCSA's based on one or more accomplishments or achievements.

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(a) Accomplishments/achievements that have had, at a minimum, Navy-wide impact.

(b) Scientific or technical advances, or suggestions of significant value.

(c) Accomplishments that show extraordinary management abilities, innovative thinking, and/or outstanding leadership which benefits the DON.

(d) Major cost saving/reductions/avoidance.

(e) Unusual acts of heroism, successful cooperative efforts with other DON offices, federal agencies, or the private sector.

b. These same DCSA criteria will be used when awarding the SCSA and MCSA.

c. Recommendations for this award will be submitted on an individual basis. If two or more employees connected with the same achievement are recommended for this award, separate recommendations and supporting papers will be prepared for each employee.

d. Recommendations for this award are reviewed by the Marine Corps Incentive Awards Board (MCIAB) and the Marine Corps Incentive Awards Program Manager before approval by CMC and forwarding on to SecNav. The recommendation must contain:

(1) A complete description of the employee's contribution. A specific and detailed report of the employee's accomplishments must include a thorough comparison of how these accomplishments exceeded the employee's job requirements.

(2) An account of the specific benefits, tangible and intangible, which have accrued from the contribution. If the employee's contribution has resulted in saving money, the amount saved should be stated. If intangible benefits have resulted, the specific improvements should be described in detail, e.g., a narrative of conditions before and after the employee's contribution was implemented.

(3) A description of any award or recognition which the employee has received as a result of the contribution.

(4) A proposed citation.

(5) Recommendations must be signed by the commander. This authority may not be delegated.

(6) Forward the original and nine copies of the nomination to the CMC (MPO-34).

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(7) Recommendations must be submitted in the format shown below:

(a) Resume of one page or less limited to the following information:

- 1 Employee's name, job title, and grade.
- 2 Description of employee's current job responsibilities.
- 3 Summary of nominee's employment history, Federal and non-Federal.
- 4 Summary of nominee's educational accomplishments during her/his tenure of Marine Corps employment.
- 5 Published papers, articles or books, inventions, participation in professional and civic organizations.
- 6 Awards received including date and dollar amount.

(b) Narrative justification for the award not to exceed two pages which should include:

- 1 Areas of achievement upon which the nomination is based.
- 2 Scope and importance of mission, function, service, or task affected compared to normal job expectancy.
- 3 Description of ingenuity, innovation, or dedication demonstrating initiatives which exceeded job requirements.
- 4 Results achieved, including benefits to the Government and impact on the organization.
- 5 Proposed citation to appear on the certificate which must:

a State the nominee's name exactly as it should appear on the certificate;

b State clearly, accurately, in non-technical unembellishing language, the reason for granting the award; and

c MEET THE PRINTING REQUIREMENT. THE CITATION FOR THE DCSA MAY NOT EXCEED 12 LINES WITH 75 CHARACTERS PER LINE.

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6 An original and nine copies of the nomination should be addressed to:

Commandant of the Marine Corps (MPO-34)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

3. SUPERIOR CIVILIAN SERVICE AWARD

a. The SCSA is the highest level award which the Commandant of the Marine Corps may bestow on a civilian employee. This award recognizes employee contributions that are exceptionally high in value but which affect a smaller area than the DCSA. The guidelines for the DCSA will also serve as guidelines for the award of the SCSA. However, for the SCSA, the contributions, which are exceptional in value, would be narrower in scope and/or impact than for the DCSA (e.g., Marine Corps-wide or command wide); for the MCSA, contributions, while high in value, are more limited in scope and/or impact (e.g., command level).

b. The SCSA may be awarded for contributions which serve as a model for other commands.

c. The award citation "MUST" meet the printing requirement. The citation for the Superior Civilian Service Award may not exceed 8 lines and may not contain more than 100 total characters per line. The language for the citation should not contain superfluous embellishments. The language of the citation should be written in readable conversational language.

d. The format and procedures for submission of recommendations for the SCSA are the same as for the DCSA.

4. MERITORIOUS CIVILIAN SERVICE AWARD

a. The MCSA is approved by the commander or head of Headquarters, Marine Corps staff agency for meritorious service or contributions resulting in high value or benefits to the Marine Corps. This is the third highest honorary award under the Department of Navy Incentive Awards program. It is conferred for a contribution that applies to a smaller area of operation or a project of lesser importance than one which would warrant consideration for the DCSA or SCSA.

b. The Certificates for this award are available upon request from CMC (MPO-30). The DON medal set presented with this award is available from the Defense Personnel Center, 2800 South 20th, Philadelphia, Pennsylvania 19111.

ENCLOSURE (1)

5. EQUAL OPPORTUNITY AWARD. The Marine Corps Equal Opportunity Award recognizes military and civilian personnel whose achievements have significantly contributed toward the fulfillment of Marine Corps civilian equal employment opportunity goals. The award consists of a certificate signed by CMC. Nominations should be submitted to the CMC (MPO-34) and will be reviewed at this Headquarters as previously described.

6. CERTIFICATE OF COMMENDATION. These certificates are awarded at the discretion of the commander to recognize employee achievements or contributions that are considered to be over and above job requirements. They can also be used in conjunction with Quality Step Increases, Special Act/Special Service or Achievement Awards that are granted by commanders under the provisions of references (a) and (b).

7. GROUP AWARDS. Certificates are available to recognize exceptional achievements or contributions by a group of employees. These certificates, NAVMC 10963, Award of Group Achievement, and NAVMC 10963-1, which are presented to each member of the group, are available upon request to the CMC (MPO-30A). Group awards may be approved by commanders if the total award amount is under \$25,000. Per references (a) and (b), individual or group awards final approval in excess of \$25,000 is the sole responsibility of the Office Of Personnel Management (OPM).

8. SUMMER AID. This certificate may be presented to participants in Summer Aid Training Programs.

9. CERTIFICATES OF APPRECIATION. This certificate, NAVMC 11142, is available for use at the discretion of the commander.

ENCLOSURE (1)

SERVICE AWARDS

1. MARINE CORPS LENGTH OF SERVICE AWARDS. These awards recognize faithful service by Marine Corps civilian employees when they have completed 10, 20, 30, 40, or 50 years of service.

a. All civilian service with the Marine Corps, whether continuous or in interrupted periods of time, is creditable toward these awards. Civilian employees of the Marine Corps who entered on duty or who were drafted into any branch of the Armed Forces of the United States during war or other national emergency will receive credit for such military service in computing time for such awards.

b. To facilitate tracking for dates of service, the operating Civilian Personnel Office, Program System Manager (PSM) should establish an "X" Data Identification Number (DIN) for Marine Corps with a Report-In-Progress (RIP) for award dates.

c. The following service is not creditable toward these awards: Civilian service in any agency other than a Marine Corps command, or military service in a branch of the military prior to employment by a Marine Corps command.

d. The 10 and 20 year awards will be granted by commanders. The 30, 40, and 50 year awards will be granted by the CMC. These awards consist of a certificate and pin to be presented to eligible employees at an appropriate ceremony.

e. Granting Marine Corps length of service awards is optional. They are given in addition to any Federal length of service awards to which Marine Corps employees are entitled.

2. FEDERAL LENGTH OF SERVICE AWARDS. These awards recognize significant milestones in employees' careers and emphasize breadth of service to the Government. Credit is given for total Federal service, including civilian and all honorable military service. Granting the awards is greatly encouraged for employees with 10 years of service and for each 10 year interval thereafter.

a. The awards recognizing 10, 20, and 30 years of Federal service are granted by commanders. Blank certificates are available from CMC (MPO-30A). Pins for 10 and 20 years of Federal service are available through normal supply channels.

b. Awards for 40 and 50 years of service are granted by the SecNav upon the recommendation of the commander and the Commandant of the Marine Corps. The awards consist of a certificate signed by the Secretary of the Navy and a personal letter from the Commandant of the Marine Corps.

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c. Requests for these awards should be forwarded to CMC (MPO-30A) at least 3 months in advance of the planned presentation date to allow sufficient time for processing.

3. RETIREMENT AWARDS. Retirement awards are optional for civilian employees who are retiring from Marine Corps employment with less than 30 years of Federal service. Please note changes to policy with regard to those employees retiring with 30 or more years of Federal service.

a. The retirement certificate should be signed by the commander. Federal retirement pins are available for presentation with the certificate through normal supply channels.

b. Employees who retire after 40 years of service are eligible for a retirement certificate signed by the Secretary of the Navy and a personal letter from the Commandant of the Marine Corps. Requests for these awards should be forwarded to the CMC (MPO-34) 3 months in advance of the planned presentation date. Follow the criteria for personalization of the CMC letter described in the subparagraph d below.

c. Civilians of all grades will receive a generic CMC retirement letter if they retire with more than 30 but less than 40 years of Federal service.

d. GS/GM-15 civilians and Senior Executive Service Members, without regard to length of Federal civilian service, as well as civilians who attain 40 years of service, will receive a personalized CMC letter upon retirement. A brief statement describing the highlights of the employee's career/accomplishments extracted from the Official Personnel File, will be provided to the CMC (MPO-34) 3 months in advance of the planned presentation date. This information may be transmitted to this Headquarters by electronic mail or facsimile (provide a POC, elms account, and facsimile number).

e. We recommend that local commanders and civilian personnel offices consider presenting the spouse of the retiring civilian employee with some form of recognition for her/his support of their civilian spouse through their Federal career.

4. SICK LEAVE ACCUMULATION AWARD. Certificates are authorized for presentation to employees who have accrued 500, 1,000, 1,500, 2,000, 2,500, or 3,000 hours of sick leave. Presentation of the certificate is optional. Five hundred - two thousand hour certificates may be signed by commanders. The command forwards a request for the sick leave certificate to the CMC (MPO-30A) indicating quantities the command requires.

ENCLOSURE (2)

MARINE CORPS CERTIFICATES AND PINS

The certificates and pins listed below are available upon request from the CMC (MPO-30A) except as specified in the notes below.

CERTIFICATES

Equal Opportunity Award	NAVMC 10927
Meritorious Civilian Service	NAVMC 10203
Certificate of Commendation	NAVMC 10597
Award of Group Achievement	NAVMC 10963
Award of Group Achievement (Individual)	NAVMC 10963-1
Certificate of Appreciation	NAVMC 11142
Marine Corps Length of Service	NAVMC 10595
Federal Length of Service	NAVMC 10624
Retirement Certificate	NAVMC 10567
3,000 Hour Sick Leave	NAVMC 10880
2,500 Hour Sick Leave	NAVMC 10790
2,000 Hour Sick Leave	NAVMC 10610
1,500 Hour Sick Leave	NAVMC 10609
1,000 Hour Sick Leave	NAVMC 10430
500 Hour Sick Leave	NAVMC 10636

FEDERAL AND MARINE CORPS LENGTH OF SERVICE PINS

50 year Marine Corps
40 year Marine Corps
30 year Marine Corps

* Local Civilian Personnel Offices are responsible for supplying the 10 and 20 year Federal and Marine Corps pin. The CMC (MPO-30A) supplies the blank certificates for the Federal and Marine Corps Length of Service below 30 years of service.

** Marine Corps and Federal Length of Service Pins for 30, 40 and 50 years of service are not procured in bulk. They accompany individual certificates.

ENCLOSURE (3)

MARINE CORPS INCENTIVE AWARDS BOARD

1. The Marine Corps Incentive Award Board (MCIAB) was established by the CMC in 1984 to review high level award nominations conferred by the CMC or forwarded to the SecNav for decision. The Board is directed by the Director, Manpower Plans and Policy Division (MP), Manpower and Reserve Affairs Department (M&RA), Headquarters U.S. Marine Corps.
2. The Board is appointed by the Director, MP Division. It is comprised of five members, a chair and four other members of headquarters staff agencies. Board members are senior level civilians appointed by the Head of their staff agency committed to maintaining the integrity of the awards program. The term of appointment will not exceed 3 years. When a Board member's term of appointment expires, a replacement will be selected from a another headquarters staff agency other than the exiting members' agency so as to ensure equitable representation for all employees.
3. The Marine Corps Civilian Awards Program Manager CMC (MPO-34) will serve as the Administrator and Technical Advisor to the Board.
4. The responsibilities of the MCIAB consist of:
 - a. Provide democracy to the process of review for awards requiring CMC approval or endorsement to higher headquarters.
 - b. Review and make recommendations on awards sponsored by other agencies or private organizations for which both civilian and military personnel are eligible.
 - c. Elect an alternate chairperson.
5. As determined by the Director, MP Division, heads of Headquarters Marine Corps staff agencies shall support the MCIAB by designating qualified board members.

ENCLOSURE (4)